



Guam Department of Labor
2nd Floor, Suite 205, GCIC Building
Hagatna, Guam
Phone: 475-7081/ 2
Fax: 475-7045
serveguam@guamdol.net



SERVE GUAM!

COMMISSION

Shaping Communities...Changing Lives!

Governor's Commission on National & Community Service

Eddie Baza Calvo
Governor

Ray Tenorio
Lt. Governor

COMMISSIONERS/SUB COMMITTEES

Agripino (Pink) Lujan
BOC Chairperson

Joannalyn Fullerton
BOC Vice Chairperson

George A. Santos
Director, Dept. of Labor

Alfredo O. Antolin
Director, AHRD

FINANCE COMMITTEE

Darryl Taggerty
Co Chairperson
Rachel Ayuyu
Grace Edrosa

PROGRAM MGMT. COMMITTEE

Annie Makepeace
Co Chairperson

Cynthia Toves
Co Vice Chairperson
Bobbie Leon Guerrero
Pascual Artero

MARKETING & OUTREACH COMMITTEE

Mayor Melissa Savares
Co Chairperson

Peggy Denney
Co Vice Chairperson
Devin Frazier
Lolita Reyes
Mayor Ken Joe Ada
Mayor Carol Tayama

YOUTH COMMITTEE

Valerie Vy
Co Chairperson
Co Vice Chairperson
Devin Frazier
Lolita Reyes
Pascual Artero
Felix Mansapit

DISABILITY COMMITTEE

Joannalyn Fullerton
Disability Inclusion (DI)
Interim Co Chairperson

Felix Mansapit
Interim
Co Vice Chairperson

Ex-Officio
Igor Naumovski
CNCS

Arceli Cruz, DOL
Certifying Officer

Serve Guam! Commission
Doris Aguon
Executive Director

Darrel Wilkerson
Program Officer



Eddie Baza Calvo
Governor
Ray Tenorio
Lt. Governor



SERVE GUAM!

COMMISSION

Revive and Embrace the Spirit of Volunteerism

Na lla'la'to'yan Ahihom! E'p'iriton! Nina'en Ayudu



George A. Santos
Director

GOVERNOR'S SERVE GUAM! COMMISSION ON NATIONAL & COMMUNITY SERVICE
Email serveguam_rfp@dol.guam.gov
Website: dol.guam.gov

REQUEST FOR PROPOSALS

SGC RFP: 2013-01

The Governor's Commission on
National & Community Service announces availability of:

PY2013-2014 AmeriCorps State and National Grant

COMMUNITY OUTREACH AND BUDGET

MANDATORY WORKSHOP:

Tuesday, April 16, 2013 – 10:00 a.m. - 4:00 p.m.
GCIC Building, 3rd Floor, Conference Room

TECHNICAL ASSISTANCE: THEORY OF CHANGE NATIONAL PERFORMANCE MEASURES

MANDATORY WORKSHOP:

Wednesday, April 17, 2013 – 10:00 a.m. – 4:00 p.m.
GCIC Building, 3rd Floor, Conference Room

Application packets are made available during the Community Outreach/ Budget, and Technical Assistance: Theory of Change National Performance Measures Workshop, SGC office: 2nd Floor, GCIC Building, Suite 205, Hagatna, Guam or online at: dol.guam.gov. RFP's are due on Thursday, May 9, 2013, no later than 4:00 p.m., and must be submitted to the Serve Guam Commission office.

Please contact Doris Aguon, SGC Executive Director or Darrel Wilkerson, SGC Program Officer at the Serve Guam Commission office to attend **both** Workshops.
Phone: (671) 300-4599/ 4600, Fax: 475-7045— Email: [<serveguam_rfp@dol.guam.gov>](mailto:serveguam_rfp@dol.guam.gov), Website: dol.guam.gov

/ s / GEORGE A. SANTOS, Director, Department of Labor

[This advertisement is made possible through a generous grant received from the Corporation for National & Community Service through the Guam Department of Labor, Serve Guam! Commission, Grant number 11CAHGU001]



GOVERNOR'S COMMISSION ON NATIONAL & COMMUNITY SERVICE

PY2013-2014

AmeriCorps State & National Service Grants

REQUEST FOR GUAM STATE AND COMPETITIVE GRANT PROPOSAL

INSTRUCTIONS FOR GUAM APPLICANTS

**ALL APPLICATIONS ARE DUE:
Thursday, May 9, 2013, no later than 4:00 p.m.**

**SERVE GUAM COMMISSION
GUAM DEPARTMENT OF LABOR
2nd Floor, Suite 205, GCIC Building
Phone: (671) 300-4599/ 4600
Fax: (671) 475-7045
serveguam_rfp@dol.guam.gov
dol.guam.gov**

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



Guam Department of Labor
 2nd Floor, Suite 205, GCIC Building
 Hagatna, Guam
 Phone: 475-7081/ 2
 Fax: 475-7045
serveguam@guamdol.net



SERVE GUAM!

COMMISSION
Shaping Communities...Changing Lives!
 Governor's Commission on National & Community Service

Eddie Baza Calvo
 Governor

Ray Tenorio
 Lt. Governor

**COMMISSIONERS/ SUB
COMMITTEES**

Lagrimas (Pinki) Lujan
 BOC Chairperson

Joannalyn Fullerton
 BOC Vice Chairperson

George A. Santos
 Director, Dept. of Labor

Alfredo O. Antolin
 Director, AHRD

FINANCE COMMITTEE

Darryl Taggerty
 Co Chairperson
Rachel Ayuyu
 Grace Edrosa

**PROGRAM MGMT.
COMMITTEE**

Annie Makepeace
 Co Chairperson

Cynthia Toves
 Co Vice Chairperson
Bobbie Leon Guerrero
 Pascual Artero

**MARKETING &
OUTREACH COMMITTEE**
Mayor Melissa Savares
 Co Chairperson

Peggy Denney
 Co Vice Chairperson
Devin Frazier
Lolita Reyes
Mayor Ken Joe Ada
Mayor Carol Tayama

YOUTH COMMITTEE
Valerie Vy
 Co Chairperson

Co Vice Chairperson
Devin Frazier
Lolita Reyes
Pascual Artero
Felix Mansapit

**DISABILITY
COMMITTEE**
Joannalyn Fullerton
 Disability Inclusion (DI)
 Interim Co Chairperson

Felix Mansapit
 Interim
 Co Vice Chairperson

Ex-Officio
Igor Naumovski
 CNCS

Arceli Cruz, DOL
 Certifying Officer

Serve Guam Commission
Doris Aguin
 Executive Director

Darrel Wilkerson
 Program Officer

Hafa Adai!

The **Serve Guam Commission (SGC)** will be accepting applications for the program year 2013-2014 to begin October 1, 2013 – September 30, 2014. The SGC oversees over 100 AmeriCorps members representing 3 programs for the current year. AmeriCorps members contribute to the many fine volunteer efforts of organizations and community groups helping Guam become a better place to live.

The Governor's Serve Guam Commission for National & Community Service, promotes and supports volunteerism and administers approximately \$17.3m dollars in AmeriCorps funding over the past nine years. The opportunity to serve as AmeriCorps member contributes to the volunteer capital by uniting individuals in service to their communities and achieving demonstrable results by funding innovative and impact programs. Such programs provide assistance in the areas that addresses the Serve America Act Focus Areas in priority areas: Education, Economic Opportunity, Environmental Stewardship, Disaster Preparedness, Healthy Futures, Veterans and Military Families, and Capacity Building. Additionally, the Commission also supports strong collaborative partnerships with Non-profit, faith-based organizations, government and federal agencies and pro bono's.

Through this RFP, non-profits, faith based organizations and government agencies can compete for funding to expand or create high-impact service strategy opportunities. The Serve Guam Commission will consider applications for new AmeriCorps programs. Each program will offer members a living allowance and an education award.

This PY2013RFP includes the following sections:

1. Guam Application Instructions
2. Guam Hard Copy Forms
3. AmeriCorps State and Competitive Application Instructions (PDF file)
4. AmeriCorps State and Competitive Forms for Hard Copy Applications (PDF file)

Please read all the application instructions and guidelines carefully. **NOTE: All applicants are required to attend the MANDATORY AmeriCorps Community Outreach, Budget and Technical Assistance: Theory of Change National Performance Measures Workshop.**

The SGC office must receive all hard copy applications no later than **4:00 p.m. on Thursday, May 9, 2013**, at the Serve Guam office. Your organization will be notified on **Thursday, May 23, 2013**, of acceptance of your application. eGrants submission and other instructions will be given at that time.

The Serve Guam Commission is committed to providing current information to all applicants. We rely primarily upon website: dol.guam.gov (link to Serve Guam! Commission logo on left side of homepage) to keep applicants informed of information and/or changes. Please check our website periodically for the latest news and program updates and requirements. We want to provide you with all of the resources and technical assistance you need to develop an extraordinary grant application.

Yours in Service,

Lagrimas (Pinki) Lujan
 Chairperson

[This advertisement is made possible through a generous grant received from the Corporation for National & Community Service through the Guam Department of Labor, Serve Guam! Commission, Grant number 11CAHGU001]

Who is Serve Guam Commission (SGC)?

Serve Guam Commission, the Governor's Commission for National & Community Service, was established on June 2, 2005, by Governor Felix P. Camacho after signing Executive Order No. 2005-22, which houses the commission under the Department of Labor. On June 30, 2005, Governor Camacho appointed 15 commissioners to guide Guam and the Commission in community service efforts. Currently, the Commission stands at 15 commissioners who received first hand training by Executive Committee Members and Corporation approved training providers; Lagrimas (Pinki) Lujan, Commission Chairperson, JoAnnalyn Fullerton Vice Chairperson, George Santos, Director of Labor, Alfredo Antolin, Director AHRD, Araceli Cruz, DOL Certifying Officer, Doris Aguon, SGC Executive Director, and Darrel Wilkerson, SGC Program Officer.

Serve Guam Commission (SGC) is dedicated to uniting individuals in service to their communities and achieving demonstrable results by addressing Guam's compelling community needs in the focus areas of improving lives, strengthen communities, and foster civic engagement through service and volunteering and projects that address compelling, unmet needs in the priority areas.

It is the Commission's goals to:

- Encourage our island's strong ethics of civic responsibility and rich tradition of community involvement;
- Ensure a serious role for service and volunteerism the Serve America Act of April 21, 2009, in meeting our islands Education, Economic Opportunity, Environmental Stewardship, Disaster Services, Healthy Futures, Veterans and Military Families, and Capacity Building, to connect Guam residents from diverse backgrounds and experience to find solutions to problems together; and, Nurture the growth and emergence of Guam's next generation of community and professional leaders.

To meet these goals, SGC, among other duties, selects and administers AmeriCorps grants under the provisions of the National and Community Service Trust Act of 1993. Today, 100 AmeriCorps, AmeriCorps Alums, AmeriCorps*VISTA and National Service Inclusion Project (NSIP) serve under the sponsorship of public-private partnerships to meet critical island needs. Since its inception, SGC and its predecessor, Guam AmeriCorps, have secured and disseminated over \$17.3million in AmeriCorps funding from the Federal Corporation for National and Community Service to local agencies that have created opportunities for over 1,000 AmeriCorps members to serve Guam since 1995. SGC provides AmeriCorps programs with extensive training and ongoing technical assistance to support the development of high quality AmeriCorps programs. AmeriCorps Programs will work closely with Serve Guam Commission through the Commission's Executive Director and Program Officer to ensure progress towards program objectives, meaningful service experience for AmeriCorps members, and compliance with applicable local and federal regulations.

Beyond its grant making responsibilities, SGC seeks to promote volunteerism throughout the Territory, honor those who serve our community and recognize individuals and groups who are making a difference in Guam through service activities.

2013 Request for AmeriCorps Proposals: Does AmeriCorps Fit Your Organization?

PY2012-2013, Serve Guam! Commission (SGC) provided over \$1.3 million dollars of AmeriCorps funding for Community service programs in Guam. We expect to approve \$520k and additional actual Funding Available level will be subject to the availability of annual appropriations which have not yet been made. **In awarding funds, CNCS considers continuation grants first**, followed by new and recompetiting grants, subject to CNCS Notice of Grant Award approval for 2013 for new and existing AmeriCorps programs to begin October 1, 2013, and completing September 30, 2014, for a 12-month program cycle. All potential approved applicants will go into negotiation process to increase MSY. **(Only current programs qualify)**. Continuation funding is contingent upon satisfactory performance, demonstrated capacity to manage the grant and comply with grant requirements, and availability of Federal appropriations. CNCS reserves the right to adjust the amount of a grant award for subsequent years, or elect not to continue funding on any or all these bases. Determination of Grant Awards will be for funds and AmeriCorps member slots. CNCS will review applications and determine the appropriate award amount, if any and may vary.

The Commission encourages you to completely review this Request for Proposal instructions and information.

BRING AMERICORPS TO YOUR COMMUNITY:

Serve Guam Commission is starting a new process of selecting local programs for submission to the Corporation for National and Community Service for AmeriCorps funding. We invite high quality community service proposals for consideration. We have condensed the most vital information regarding the structure of a successful AmeriCorps application in these instructions.

This information may help you determine if AmeriCorps members would be a valuable resource for helping you achieve your organization goals. This is meant only as an informal self-assessment tool and should not preclude any organization from reviewing the full application or from submitting a formal proposal.

WHO IS ELIGIBLE?

Nonprofit, Faith-based organizations, government agencies and institutions of higher education, school districts are eligible to apply for AmeriCorps funds through the SGC. The Commission will continue to review and select programs in the Focus Areas: Education, Economic Opportunity, Environmental Stewardship, Healthy Futures, Disaster Services, Veterans and Military Families, and Capacity Building, based on the priorities included in the Serve America Act and the Governor's Strategic Plan. Within these focus Areas, the commission has established the Theory of Change reporting mechanism in alignment with National Performance Measures (PM) progress report in order to aggregate the results of similar programs and demonstrate the impact of AmeriCorps programs. Grant applicants proposing programs that address issues in one primary, one secondary and mandatory; capacity building will receive priority consideration.

IS MY ORGANIZATION READY FOR AMERICORPS?

AmeriCorps programs must be administered by eligible Nonprofit, Faith-based organizations, government agencies and institutions of higher education, school districts which must engage AmeriCorps members in full-time, and/ or half-time time activities in the focus areas of Education, Economic Opportunity, Environmental Stewardship, Disaster Services, Healthy Futures, Veterans and Military Families, and Capacity Building.

In return for completing a Term of Service, whether full-time or part-time, an AmeriCorps member will receive an Education award. Education Award is to be used for post-secondary education or re-payment of outstanding student loans. There are also lesser terms of service for members described in the guidelines. AmeriCorps members will receive an annual living allowance (stipend); health care benefits and childcare benefits (if eligible).

LIVING ALLOWANCE AND EDUCATION AWARDS: Must complete a 12 month program year.

AmeriCorps Member	Living Allowance	Hours Required	Education Award	Total Cost Per MSY
Full Time	\$1,008	1700	\$5,550.00	\$18,000
Half Time	\$600	900	\$2,775.50	

HOW MANY MEMBERS CAN YOUR PROJECT SUPPORT?

AmeriCorps proposals should be designed to support a minimum of 10 full-time member-service-years (MSY) with a maximum of 20 MSY, upon funding and commission approval. AmeriCorps Program within your organization shall be managed by an identified full-time equivalency Program Director, 100% Project Coordinator and 100% Administrative staff with organizations time and commitment spent on the project.

WE RECOMMEND YOU BEGIN YOU'RE APPLICATION PROCESS BY ANSWERING THESE PRELIMINARY QUESTIONS, AFTER GUIDELINES HAVE BEEN THOROUGHLY READ:

A:

- ☐ Provide *NATIONAL FOCUS AREA*: **ONE PRIMARY COMMUNITY NEED** that your AmeriCorps program will address.
- ☐ Provide how your PRIMARY INTERVENTION which is EVIDENCE BASED to determine the desired OUTCOME MEASURE AND PROGRAM EVALUATION.

B:

- ☐ Provide *NATIONAL FOCUS AREA*: **ONE SECONDARY COMMUNITY NEED** that your AmeriCorps program will address.
- ☐ Provide how your SECONDARY NEED which is EVIDENCE BASED to determine the desired OUTCOME MEASURE.

C:

- ☐ Provide *NATIONAL FOCUS AREA*: **CAPACITY BUILDING** to address the PERFORMANCE MEASURES herein intended to measure the impact of capacity building activities that leverage private investment in community solutions. These capacity building activities may be provided by Serve Guam Commission and AmeriCorps programs.
- ☐ Provide how your CAPACITY BUILDING INTERVENTION will address community needs:
Community Volunteer: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as "leveraged volunteers."

- ☐ **Leveraged Resources:** Additional resources or assets garnered through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).

D.

- ☐ Serve Guam Commission is recognized as the local source of its federal AmeriCorps funding and make note of this in its program advertising, marketing and recruitment. (For example: **"This AmeriCorps program is made possible through a grant received from the Corporation for National & Community Service through the Guam Department of Labor, Serve Guam! Commission, Grant number: 2013 FORMULA 13AFHGU001xxx". Sub-Grantee shall use the Grantor's logo in partnership with organizations that have Sub-Grantee staff and AmeriCorps members participating and charging hours for reimbursement.**

E.

- ☐ SGC/ GDOL require your organization to partner up with agencies, faith based, nonprofit, organizations, government agencies and higher institutions to address critical needs of our island community based on your proposal. Members would be assigned to partner sites and would also need to attend service projects of the commission. Submit Memorandum of Agreement/ Understanding with partners to be signed by all parties to include Serve Guam Commission and Guam Department of Labor prior to implementation.
- ☐ Indicate what contingency plan do you have in place to address the absence of a Program Director?
- ☐ Indicate your plans to ensure the Program Director allocates AmeriCorps Members time for 70% service, 20% training and technical assistance, 10% capacity building or fund raising activities?
- ☐ SGC/ GDOL requires: Project Coordinator and/ or Administrative Assistant to have flex hours to accommodate and supervision of members at service projects serving at different sites.
- ☐ SGC/ GDOL have service events that require after hours, weekends and holidays. Potential programs are required to have program director and/ or staff to attend, manage and supervise members at all service events.
- ☐ Member Service Monthly Calendar and Service project must be provided. GAPS report to be submitted on a monthly basis with reimbursement.
- ☐ Indicate how many potential members are to be selected (geographically) from North, Central and South in our island community. **NOTE: Organization Staff WILL NOT QUALIFY as an AmeriCorps Member.**
- ☐ **Indicate how your organization will address Guam Public Law 30-53, in partnership with public and private schools; north, central and south to enable each student to complete seventy-five (75) hours of Service Learning as a requirement for high school graduation.**
- ☐ **Indicate how your organization will address recruitment to employ at least two percent (2%) of the workforce with severe 20 disabilities, meeting the criteria as defined by local or federal agencies**
- ☐ **Indicate how your organization will address Disaster Preparedness through partnership with Homeland Security and Guam Voluntary Organizations Active in Disaster GuVOAD), to respond to disasters and to identify POINT OF CONTACT person.**
- ☐ Budget requirements for AC Program personnel will be advised what ceiling amount to use for salaries under CNCS share, additional increase of salaries may be matched by parent organization.
- ☐ The Corporation for National Community Service requires National Sex Offender Public Registry (NSOPR) statewide criminal history checks, State and Local; Police and Court Clearance, Drug Test and Mandatory FBI checks. (Ref) Superior Court of Guam requires full payment at time of processing. Checks are performed upon selection and prior to first day and enrollment/service of members, staff or supervisors.

- ☐ SGC/ GDOL require all organization to follow its OMB Circulars and GovGuam Regulations which will require all receipts to be submitted as well as presentation of workshop attended to be submitted with Periodic Expense Report (PER). Training Off-Island travel is restricted unless approved by CNCS and SGC.
- ☐ SGC/ GDOL require all programs to submit budget modification for approval before any transfer of budget line item.

Once you have a clear vision of these answers and you see that an AmeriCorps program fits well in your organization, you should be ready to address the more specific aspects of this application process. The 2013 AmeriCorps State Formula Grant Application Instructions for Programs will outline the necessary information to prepare a complete 2013, AmeriCorps grant application which is due no later than 5:00 p.m., Tuesday, April 30, 2013.

HOW WILL YOUR MEMBERS BE PLACED?

Programs should partner with other Nonprofit, Faith-based organizations, government agencies, institutions of higher education, school districts government agencies, in their communities to support member placements. As you design your program, make sure to think about what having a minimum of two organizations in your community that may want to host your AmeriCorps members.

WHAT ARE THE AMERICORPS FUNDING PRIORITIES IN GUAM?

The Commission would consider funding any high-quality program that addresses Education, Economic Opportunity, Environmental Stewardship, Disaster Services, Healthy Futures, Veterans and Military Families, and Capacity Building. Each applicant must demonstrate their statement of need either through a community needs assessment or independent research and documentation. Programs must develop a culture of civic engagement for members, who participate, and demonstrate how they will strengthen communities by actively recruiting non-AmeriCorps member volunteers.

Who is Eligible to Apply for AmeriCorps Funding?

New Applicants: SGC/ GDOL encourage the development of innovative programs operated by non profit organizations, faith based, government agencies and institution of high learning new to the AmeriCorps family and in communities that have not previously utilized AmeriCorps resources. New applicants are defined as those in which the organization has not previously operated an AmeriCorps program.

Check List for Existing Serve Guam AmeriCorps Programs will be reviewed as part of the selection process:

- ☐ Current AmeriCorps programs must submit a new application.
- ☐ Submit a complete one-page summary describing program impact and accomplishments for the current grant.
- ☐ Provide copies of EVALUATION completed on the program in the last three years.
- ☐ Assure and certify that the commission has received all monthly program reports;
- ☐ Hard Copy, eCopy, EGrant, Enrollment, Retention, Exit of members, GAPS, MSL, Member Time Log, Member Summary,
- ☐ Checklist: AmeriCorps Member, Program Management and Financial Management (GMR)
- ☐ Theory of Change (Monthly Performance Measures – due each 10th of month),
- ☐ Periodic Expense Report (PER – due each 10th of month);

✓ Commission will not process reimbursement without all completed reporting document submission.

- ☐ Theory of Change Performance Measures Report; eCopy
- ☐ GAPS; MSL, Member Time Log and Member Summary
- ☐ PER CNCS and Match supporting documents
- ☐ Budget Modification,
- ☐ Federal Financial Report (FFR – due each quarter),

Systems for improving known deficiencies in any of these areas should be addressed in the program narrative.

What is the 2013 AmeriCorps Grant Parameters?

Funding Availability: AmeriCorps funding is made available to Guam through formula funds. SGC receives these funds from the Corporation for National and Community Service through a population-based allocation of funds set-aside for Territories. SGC expects to approve \$520k and to include additional funding as made available by CNCS for 2013 for successful programs under this application.

Grant Size Limits: AmeriCorps grants are calculated by multiplying the number of member-service years (MSY) AmeriCorps members by the cost per MSY. Please note that Guam AmeriCorps members are NOT eligible for unemployment compensation.

Minimum Program Size: In order to provide member positions in quantities that make an impact on the identified community need, SGC policies require that applicants request no fewer than 10 full-time MSY, AmeriCorps members, as part of their applications.

Grant Period: Grants awarded through this particular selection process will support a twelve (12)-month program year anticipating to start October 1, 2013, and to end September 30, 2014. The Corporation and SGC/ GDOL provides funding for a one-year grant period (one year at a time), with demonstrated success toward achieving program objectives. This application must include proposed activities and a detailed proposed budget for the *program objectives within this Program period*.

Expansion Funding: Applicants should be advised there is no expansion opportunity. Applicants should not assume they can expand Program operations in the grant cycle.

AmeriCorps Funding Opportunities Available for PY2013: Operating Grants.

Operating grants support fully developed plans to implement a new or existing AmeriCorps program. Applicants interested in applying for an operating grant should review;

Match Waiver: consistent with Title 48 U.S.C. 1469a, and Federal Register / Vol. 64, No. 70 /. Dated Tuesday, April 13, 1999 / Notices; the Governor's Serve Guam Commission has requested the waiving of CNCS match requirements for the commission administrative grant.

[Potential applicants are recommended to apply for Indirect Cost].

<http://search.hhs.gov/search>

PY2013 – 2014 AmeriCorps Application Review Process and Selection Criteria AmeriCorps Grant Application Timeline

2013

April 11, 2013	(Thurs)	Request for Proposals (RFP) packets available online at dol.guam.gov and at SGC office located at the GCIC Building, 2nd Floor, Room 205.
April 16, 2013	(Tues)	MANDATORY attendance: Community Outreach Session and Budget on Tuesday, April 16, 2013, at 10:00 a.m. – 4:00 p.m., GCIC Building, GCIC Bldg., 3rd Floor Conference Room.
April 17, 2013	(Wed)	MANDATORY Attendance: Technical Assistance Workshop on Wednesday, April 17, 2013, at 10:00 a.m. – 4:00 p.m., GCIC Building GCIC Bldg., 3rd Floor Conference Room. Theory of Change; National Performance Measures
April 26, 2013	(Fri)	Deadline to submit written Questions - <u>Friday, April 26, 2013, at 4:00 p.m.</u> Response will be provided to all applicants. serveguam_rfp@dol.guam.gov
May 09, 2013	(Thurs)	Grant Application Due. <u>SGC office must receive hard copies</u> of application, and one thumb drive of application and supporting documents no later than <u>4:00 p.m. Thursday, May 09, 2013.</u>
May 10, 2013	(Fri)	GDOL/ SGC Program Review Committee receives potential applicant packets on Friday, May 10, 2013, at 10:00 a.m., GCIC Bldg., 3rd Floor Conference Room.
May 17, 2013	(Fri)	GDOL/ SGC Program Review Committee turn in Final Evaluation Scores and all other documents on Friday, May 17, 2013, at 11:00 a.m. to the Serve Guam! Commission office.
May 17, 2013	(Fri)	SGC Program Management Committee (PMC) meeting on Friday, May 17, 2013, at 1:00 p.m., GCIC Bldg., 3 rd Floor Conference Room to submit RFP recommendation to Executive Committee.
May 21, 2013	(Tues)	SGC Executive Committee meeting on Tuesday, May 21, 2013, at 1:00 p.m., GCIC Bldg., 4 th Floor Conference Room to evaluate and discuss recommendations of Program Management Committee (PMC)
May 22, 2013	(Wed)	Board of Commission Special Meeting - Serve Guam Board of Commission to meet to vote on recommendations on Wednesday, May 22, 2013, at 11:30 a.m., GCIC Bldg., 3 rd Floor Conference Room.
May 23, 2013	(Thurs)	Applicants will be notified of their applications' acceptance or non-acceptance; possible negotiations on Thursday, May 23, 2013, at 2:00p.m., GCIC Bldg., 4th Floor Conference Room.
May 24, 2013	(Fri)	First meeting with selected program: final applications on eGrant, recruitment, and what to expect. Friday, May 24, 2013, at 10:00 a.m., GCIC Bldg., 3 rd Floor Conference Room.
May 27-29, 2013	(Mon/ Wed)	Grant application must be entered online in eGrant in final form. (Technical assistance available). Monday thru Wednesday, May 27-29, 2013, at GCIC Building, 2nd Floor, Room 205.

[Dates are subject to change based on the number of potential applications submitted].

Potential Applicants:

- ☐ Applications will be reviewed and checked off by the SGC staff for completeness.
- ☐ Review and submit supporting documents as required.
- ☐ Review *2013 Serve Guam! AmeriCorps – State Formula Grant Application Instructions for Guam* and *2013 State and National Application Instructions* for a list of funding priorities and AmeriCorps grant selection criteria.

Receipt and Handling of Proposals:

- (1) Registration.** Proposal(s) and modification(s) shall be date and time-stamped upon receipt and kept in a secured place until the due date and time. Proposal(s) shall be opened by at least two authorized officials. They shall not be opened publicly and their contents shall not be disclosed to unauthorized persons. A Register of Proposal shall be established and include the name of each offerors, the number of modifications, if any, and a description sufficient to identify the service(s) offered. The Register shall be opened to public inspection **only** after award of contracts. Proposals not awarded contracts shall not be opened for public inspection.
- (2) Request for Nondisclosure of Data.** If offerors selected for award has a written request for nondisclosure of identified trade secrets or proprietary data, the head of the agency or his designee shall examine the request as to its validity prior to negotiations. If the parties do not agree as to the disclosure in the contract, the agency shall inform the offerors in writing what portion will be disclosed, and that, unless the proposal is withdrawn or protested under 5 GCA, Ch 4, Art. 9, the proposal will be so disclosed.

How are RFP's Reviewed:

Peer Review Committee:

- ☐ Are conducted by board members, local stakeholders and community individuals. Review worksheets and are ranked and rated by scores for high quality and compliance with all requirements.

Program Management Committee:

- ☐ Submit recommendations to the SGC Executive Committee for review before final approval by the SGC Board of Commission.

Executive Committee:

- ☐ Review recommendations and submit to SGC Board members of the commission.

SGC Board of Commission:

- ☐ Since SGC typically receives more in funding requests than can be awarded, a recommended portfolio of programs is brought before the SGC Board of Commission where approval is given to submit applications to the Corporation for National and Community Service (CNCS).

Corporation for National and Community Service:

- ☐ The Corporation for National and Community Service determines and approves potential applicants applications, after their review, CNCS will provide to the Governor's Serve Guam Commission the Notice of Grant Awards.

National Performance Measures

REFERENCE: Focus Area: one primary, one secondary and mandatory capacity building/ recruitment of community volunteers.

Use and Submit (Theory of Change Form Performance Measure Template) page: 16)

- ☐ 2013 National Performance Measures Instructions – Education
- ☐ 2013 National Performance Measures Instructions – Economic Opportunity
- ☐ 2013 National Performance Measures Instructions – Environmental Stewardship
- ☐ 2013 National Performance Measures Instructions – Disaster Services
- ☐ 2013 National Performance Measures Instructions – Healthy Futures
- ☐ 2013 National Performance Measures Instructions – Veterans and Military Families
- ☐ 2013 National Performance Measures Instructions – Capacity Building

Guam applicants for AmeriCorps funding must complete one primary, one secondary and mandatory capacity building aligned NEEDS and SERVICE ACTIVITIES in accordance to the NATIONAL PERFORMANCE MEASURES.

PROGRAM DESIGN AND COMPLETING PERFORMANCE MEASURES

Creating national performance measures is a critical part of AmeriCorps program design.

SGC strongly encourages your organization to plan and develop your **FOCUS AREAS**; national performance measurement program based upon the Theory of Change.

Once you have mapped out your grant design, decide what is important to measure.

Please be selective and do not measure every activity.

Decide what you want to measure and focus your attention on key needs and service activities that make sense for your organization and its mission.

MANDATORY SUBMISSION OF THEORY OF CHANGE (TOC) NATIONAL PERFORMANCE MEASURES WORKSHEETS are to be submitted on SGC Approved Template, for early processing of completing of your application.

CNCS may require additional national performance measures reporting.

Instructions for the 2013 AmeriCorps Application

All interested organizations and agencies applying for a new AmeriCorps Program should review the *2013 Serve Guam! AmeriCorps – State Formula Grant Application Instructions for Guam and 2013 State and National Application Instructions.*

NOFO:

http://www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=83#FAQ

This Notice of Federal Funding Opportunity (Notice) should be read together with the Guam State and Competitive Grant Proposal.

SGC WILL ONLY ACCEPT GRANT APPLICATIONS FROM ORGANIZATIONS AND AGENCIES THAT HAVE PARTICIPATED IN THE MANDATORY COMMUNITY AND TECHNICAL ASSISTANCE MANDATORY WORKSHOP.

Grant Application Due. SGC office must receive original, one set of hard copy of proposal and all working documents and a copy onto one (1) USB. All applications are to be submitted no later than **4:00 p.m. on Thursday, May 09, 2013.** Serve Guam! Commission office: GCIC Building, 2nd Floor,

[NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE]

Applicants approved by the Serve Guam! Commission will be contacted on Friday, May 24, 2013, possible acceptance or non-acceptance and negotiations.

Applications are entered online in the eGrant system in final form on Monday - Wednesday, **May 27-29, 2013.** Instructions for eGrant submission, training and technical assistance will be available to applicants once notified of acceptance.

For more information, and eGrant assistance contact SGC Executive Director, Doris Aguon or SGC Program Officer, Darrel Wilkerson at Serve Guam Commission, Governor's Commission on National & Community Service/ Guam Department of Labor – 2nd Floor, Suite 205, GCIC Building Hagatna, Guam 96910 - Phone: (671) 300-4599/ 4600/ - Fax: (671) 475-7045 mail: <serveguam_rfp@dol.guam.gov>, Website: dol.guam.gov

GDOL/ SGC ASSURANCE AND CERTIFICATIONS:

PARENT ORGANIZATIONS ASSURANCE and CERTIFICATIONS:

NOTE: Sign this form and include in the application.

**SIGNATURE: BY SIGNING THIS ASSURANCES AND CERTIFICATION PAGE,
YOU CERTIFY THAT YOU AGREE TO PERFORM ALL ACTIONS AND SUPPORT
ALL INTENTIONS IN THE ASSURANCES AND CERTIFICATION SECTION.**

A: AMERICORPS PROGRAM:

ORGANIZATION NAME:	
PROGRAM NAME:	
NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	
SIGNATURE/ DATE:	

B: GUAM VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (GUVOAD)

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
SIGNATURE/ DATE:	

C: ORGANIZATION LEGAL REPRESENTATIVE

NAME	
TITLE OF LEGAL REPRESENTATIVE:	
SIGNATURE/ DATE:	

D: ORGANIZATION CERTIFYING OFFICER

NAME	
TITLE OF CERTIFYING OFFICER:	
SIGNATURE/ DATE:	

NOS.	REFERENCE	The Six Certifications
1	5 GCA§ 5426, Art.,9 Website: http://www.guamopa.com/docs/5GCAArticle9	Authority to Debar or Suspend
2	Executive Order No. 95-29 http://hr.doa.guam.gov/	Drug-Free Workplace
3	5 GCA Ch. 56, Art. 11 Ethics in Public Contracting. 5 GCA § 10112. Penalties for Nondisclosure. 5 GCA § 43112 ...	Lobbying Activities
4	9GCA, Ch.25	Sex Offender Registry
5	21 GCA § 63105 5GCA, Ch. 5, Art. 11.A, Sect. 5628 & 5632	Conflict of Interest
6	5GCA, Art13 Section 5801/02	Wage and hour rates
	5 GCA GOVERNMENT OPERATIONS CH. 5 GUAM PROCUREMENT LAW	Government of Guam Procurement Regulations
7	SECTION: XIV. GOVERNING LAW	The laws of Guam shall govern the validity of the Contract and of any of its terms or provisions, as well as the rights and duties of the parties to this Contract.
8	SECTION XVI. EFFECTIVE DATE OF AGREEMENT	This Contract shall take effect upon the date it is signed by the Governor of Guam and the date of this Contract shall be the date upon which the Governor of Guam affixes his signature.
9	SECTION XVII. GOVERNMENT NOT LIABLE	<p>A. The Grantor assumes no liability for any accident or injury that may occur to the Sub-Grantee, his or her agents, dependents, or personal property while en route to or from worksite or during any travel mandated by the terms of this Contract.</p> <p>B. The Grantor shall not be liable to the Sub-Grantee for any work performed by the Sub-Grantee prior to the approval of this Contract by the Governor of Guam and the Sub-Grantee hereby expressly waives any and all claims for services performed in expectation of this Contract prior to its approval by the Governor of Guam.</p>
10	SECTION XVIII. SEVERABLE PROVISIONS	If any provision of this agreement shall be deemed by a court of competent jurisdiction to be invalid, then such provision shall be deemed stricken from the agreement and the agreement shall be enforced according to its valid and assisting terms and provisions.
		The parties agree to the following sections to comply with the Government of Guam Procurement Rules and Regulations.